



**ILLINOIS STATE TREASURER
DAN RUTHERFORD**

JOB OPPORTUNITY ANNOUNCEMENT

Position Title: Accountant I
Division: State Portfolio & Banking
Salary: Commensurate with experience
Union: Teachers/Teamsters
Location: Springfield, Illinois
Work Hours: 7:30 A.M. – 3:30 P.M.

Overview: The Office of the Illinois State Treasurer is seeking to hire an Accountant I as part of the State Portfolio & Banking Division. This position is an intermediate level accounting position that performs moderately complex accounting procedures necessary for the accurate recording and monitoring of a variety of accounts and securities that fall under the responsibility of the Illinois State Treasurer's Office. This position performs the basic functions of Accounting which include but are not limited to balancing, reconciling, generating reports and research, acting as liaison with state agencies, creating and maintaining spreadsheets/databases related to the investment data, and researching and formulating responses to basic inquiries generated by state agencies as related to the clearing functions of the State Portfolio & Banking division. In addition, this position is accountable for accurate record maintenance, and compliance with all internal and external audit controls. High energy, a positive attitude and attendance are essential functions of this position.

Supervision: This position reports to the Manager of Investment Verification and Clearing.

Requirements/Qualifications: Bachelor's degree in accounting/finance/business; and two (2) or more years of accounting and/or banking experience with emphasis in securities/investments desired. This candidate must be proficient in Access, Microsoft Excel and Word. Excellent communication, interpersonal, analytical, and organizational skills are required. The capacity and flexibility to learn quickly and complete work with accurate detail is required.

Application Process: Send application materials including letter of interest and resume to:

**Director of Human Resources
Office of the Illinois State Treasurer
400 West Monroe, Suite 401
Springfield, IL 62704
Email: HR@Treasurer.state.il.us**

**Equal Employment Opportunity Employer
Applicants must be lawfully authorized to work in the United States.
Posting Dates: March 5 – March 19, 2013**

2013-005